

Reference Chart for Submitting FFA membership using the Excel Roster Template:

| Key Area                    | Key Points  | Location of Complete Instructions  |
|-----------------------------|---|--|
| System Requirements         | <ul style="list-style-type: none"> <li>➤ Microsoft ® Excel 98 or higher</li> <li>➤ Microsoft ® WinZip 8.1 (Free download from <a href="http://www.winzip.com/delhomea.htm">http://www.winzip.com/delhomea.htm</a>)</li> <li>➤ Contact your local computer system administrator and share with them these instructions. They can save you time and frustration and in some cases obtain and unzip your roster file for you.</li> </ul> | <a href="http://www.ffa.org/html/download.html">http://www.ffa.org/html/download.html</a><br><b>WinZip Download PowerPoint/Instructions</b><br><a href="http://www.ffa.org/membership/html/excel.html">http://www.ffa.org/membership/html/excel.html</a> |
| Security and Privacy        | <ul style="list-style-type: none"> <li>➤ Chapter rosters are posted on a web site that can be accessed by any computer with Internet connection. Use of your chapter number as your User Name and a unique randomly generated password, supplied by your state staff, to open the zipped or compressed file provides security that protects your students' privacy.</li> </ul>  | <a href="http://www.ffa.org/membership/index.htm">http://www.ffa.org/membership/index.htm</a>  |
| Online Technical Assistance | <ul style="list-style-type: none"> <li>➤ Instructions and PowerPoint presentations for accessing and completing the Excel membership roster can be found on the FFA Membership Support site.</li> </ul>   | <a href="http://www.ffa.org/membership/index.htm">http://www.ffa.org/membership/index.htm</a>  |
| User Name and Password      | <ul style="list-style-type: none"> <li>➤ User Name is your Chapter Number (ex: AZ0035) Capitalize the state abbreviation.</li> <li>➤ Passwords for opening your zipped file will be supplied by your state staff. They are case sensitive.</li> </ul>   | Contact your state's membership specialist<br>State support staff listed here:<br><a href="http://www.ffa.org/membership/index.htm">http://www.ffa.org/membership/index.htm</a>  |
| Obtaining my Chapter Roster | <ul style="list-style-type: none"> <li>➤ Obtain your chapter roster from the National FFA Membership Support Site.</li> <li>➤ Save roster using your Chapter Number. (Example AZ0035)</li> </ul>  | <a href="http://www.ffa.org/membership/index.htm">http://www.ffa.org/membership/index.htm</a><br>Page 4 of Instructions  |
| Chapter Page                | <ul style="list-style-type: none"> <li>➤ Gathers data regarding local chapter</li> <li>➤ Enter only one complete name per cell</li> <li>➤ Complete Billing and Shipping information only if the information is different than the primary contact</li> <li>➤ Supply a membership and billing contact even if it is the same person</li> <li>➤ State FFA Region/District/Area can only hold 12 Characters</li> </ul>                   | Page 9 of Instructions   |

# Reference Chart for Submitting FFA membership using the Excel Roster Template pg. 2

| Key Area                       | Key Points   | Location of Complete Instructions |
|--------------------------------|--|-----------------------------------|
| School Page                    | <ul style="list-style-type: none"> <li>➤ Information pertaining to the School System not chapter.</li> <li>➤ Use School Name on this page. Do not use chapter name.</li> <li>➤ ATTN: Enter a chapter advisor's name that will be the key contact for National FFA Staff.</li> <li>➤ Ethnic Percentage represents the total school population not just the agriculture classes. Use whole numbers only.</li> <li>➤ Additional facilities or instructional areas cannot be added.</li> </ul>   | Page 10 of Instructions           |
| School Staff and Partners Page | <ul style="list-style-type: none"> <li>➤ Use this page to identify staff and partners that support your chapter and need to receive a subscription to FFA New Horizons.</li> <li>➤ List additional partners for specific mailings from National FFA without purchasing a magazine subscription</li> <li>➤ Add all agriculture teachers in your department to this page. Demographic information pertains to Ag teachers only.</li> <li>➤ Entering business or other organizations. Place complete name in last name column and an * in first name column</li> </ul>  | Page 11 of Instructions.          |
| Roster Page                    | <ul style="list-style-type: none"> <li>➤ Column headers with a * are required fields.</li> <li>➤ Do not delete any member names that have a member # on this page. If no longer in FFA, make status code "DR" and leave data as is.</li> <li>➤ Use status column to indicate active or inactive member. Selecting DR, DE, DS or M is the same as drawing a red line through the name on a paper roster.</li> <li>➤ Review each returning members demographic information and update or add when necessary.</li> <li>➤ Add new members to the bottom. Use a new row for each new member.</li> <li>➤ FFA ID # for new members will be sent to state staff after National FFA has processed the roster.</li> <li>➤ Use membership codes to indicate member type.<br/>M = Regular 1 year member<br/>T = Regular 3 year member<br/>F = Regular 3 year + 1 year</li> </ul> | Page 15 of Instructions           |

|                             |   |  |
|-----------------------------|---|--|
| Roster Page Continued       | <p>K = FFA New Horizons Magazine Subscription only</p> <ul style="list-style-type: none"> <li>➤ Birth date must be entered as MM/DD/YYYY</li> <li>➤ Please complete as much additional information as possible</li> <li>➤ Last year member type is a locked field and cannot be changed.</li> <li>➤ Career in Ag-Ed if marked yes will add the member's name to the National FFA Ag-Ed Prospecting list. These members will receive information pertaining to becoming an agriculture teacher.</li> </ul> |  |
| Total Page                  | <ul style="list-style-type: none"> <li>➤ School Name, Chapter Name &amp; Address are automatically filled in from data on earlier pages.</li> <li>➤ The Totals are also tabulated from earlier pages.</li> <li>➤ Add district dues, chapter fees or late fees to the appropriate field</li> <li>➤ Print this page and utilize to obtain a school P.O. or check. This page is not the official invoice.</li> </ul>   | Page 19 of Instructions  |
| Submitting Completed Roster | <ul style="list-style-type: none"> <li>➤ Follow procedures as outlined by your state staff</li> <li>➤ Print a hard copy for your records/Save back up template.</li> </ul>  | Page 20 of Instructions<br>PowerPoint presentation on Excel Template.  |
| Supplemental Rosters        | <ul style="list-style-type: none"> <li>➤ Obtain supplemental roster from Membership Support site</li> <li>➤ Use for adding additional new &amp; renewing members and Staff &amp; Partners. If you know their member number you can add it to a supplemental roster.</li> <li>➤ Save supplemental roster using your chapter number followed by s1, 2, ... (Example: AZ0035s1, AZ0035s2...)</li> </ul>  | <a href="http://www.ffa.org/membership/index.htm">http://www.ffa.org/membership/index.htm</a><br>Page 15 of Instructions |

## Excel Template - Experienced User's Quick Reference Guide

### Steps for **Renewing Members/Roster**

Open previously saved template and go to Roster tab.

Feel free to sort students by name, grade or member type to help in your processing of returning students. Use the TAB button to move from cell to cell. **The first name must be the complete name of the student as it appears on their birth certificate. If the student uses a nickname place it in the nickname field.**

1. Check Status code: If student is still active, use AR code (and move to #2).

If student has left FFA, enter status code to explain why, and then leave rest of the line alone (**DO NOT** delete information or put another student's information with an id number that's not theirs!). Move to the next student on the list.

DR – don't renew

DE – deceased

DS – disciplinary

M – moved

2. Remember: The FFA Member Id # is specific to one member for their whole career with FFA.

3. Check Member Type: M – regular 1-year

T – regular 3-year

F – regular 3-year +1

K – subscription only

4. Verify that the address information is correct. If student has moved but is still in your chapter, just enter new address over the old. If a student has transferred to another chapter contact your state office for instructions.

5. Verify grade for that current school year.

6. Verify that the birth date was entered correctly (MM/DD/YYYY)

01/01/1900 is the default date that the computer uses when it doesn't know the correct date. Please change to the correct date if known, if not, leave as is.

7. Make any changes to FFA related questions (change in office, SAE, etc...)

8. Does the student go by a nickname? **Place the students nickname in this field and the full first name as it appears on their birth certificate in the first name field.**

9. Once done, go on to the next student\*.

10. Each member should have both a status code and a member type. No blank cells for required fields.

AR (status code) + M, T, F (member types) = Active Member

DR, DE, DS & M (status code) = Inactive Member (leave rest of info as is).

**\* Special Note: in case of a student with an apostrophe in their name (ex: O'Brien) use a tilde (~) instead. It's found to the left of the 1 key on your keyboard. The excel program uses apostrophes to lead into a command, so it gets confused when it sees one!**

Make sure to **save** your work as you go along!

## Excel Template - Experienced User's Quick Reference Guide

### Steps for Adding New Members/Roster

(Use the TAB button to move from cell to cell)

Enter new students in the first empty row after the renewing students on the Roster page.

1. Enter status code "AR"
2. Tab will skip FFA Id # (this will be added after uploading) and go to Member Type. Enter the correct member type for that student.  
M – regular 1-year  
T – regular 3-year  
F – regular 3-year +1  
K – subscription only
3. Enter student's first and last names. Make sure in the first name field, you enter the full name of the student. If the student goes by a nickname enter it in the field labeled nickname.
4. Enter student's address. If the address is not known, enter the school's address. (Do not put "in care of advisor")
5. Enter student's grade for that current school year.
6. Enter correct birth date (please enter as: MM/DD/YYYY).
7. Enter as much of the remaining information as you can.
8. Enter the next student\*.
9. Each member should have both a status code and a member type. No blank cells in required fields.  
AR (status code) + M, T, F (member types) = Active Member

**\* Special Note: in case of a student with an apostrophe in their name (ex: O'Brien) use a tilde (~) instead. It's found to the left of the 1 key on your keyboard. The excel program uses apostrophes to lead into a command, so it gets confused when it sees one!**

Remember to save your work!

### Finishing Roster Checklist:

- ☐ Returning students checked for accuracy and proper status code
- ☐ New students added
- ☐ Birth dates verified, must be MM/DD/YYYY (this helps us with duplicate names)
- ☐ Every AR has a member type and data to go with it/no empty required cells
- ☐ Sort roster for duplicates

Click on "Sort by Name" and check for duplicate names. A member's name should only appear on the roster once!

You've now completed the roster pages! Your total page should reflect the number of students that you have listed in your roster. If the numbers don't match what you thought you had, make sure that each student has both a status code and a member type (AR + M, T or F = member). A student's name should only be listed once on the roster page.



## Excel Template - Experienced User's Quick Reference Guide

### Steps for Processing Staff & Partners

Open template to Staff & Partners page. Use TAB to move from cell to cell.

First verify current listings:

1. Check Status: If person/company is still an active listing, use AR code, active renewal (and move to #2).  
If you wish to remove the name from your listing change the status code to DR, don't renew. Leave all the information on that line as it is. Do not clear any of the cells. The data will be removed from the roster when National uploads the template. Move to next name on the list.
2. If renewing listing, make sure that the address is still current.
3. Member Type: If they are subscribing to the magazine enter "K". If they are just on your mailing list but do not want a magazine subscription enter "N".  
**\*Remember you must have BOTH an AR status code and a K member type to get a magazine subscription (AR+K=magazine)**
4. If this listing is for an advisor/Ag teacher, please continue to fill out all the remaining fields on the line. If this doesn't apply, then just fill in the Mail Option cell at the end of the row.
5. Continue on to the next name on the list. **Remember all listings should have both a status code and a member type!**

To add new names: (go to first empty row)

1. Enter AR status code.
2. Tab will skip FFA Id #, this will be added when National uploads the template.
3. Enter the rest of the data (drop boxes will explain what's needed).
4. Business names should be entered completely in last name field with an \* in the first name field. The last name field holds 30 characters.
5. Title: for recommendations, see list below.
6. Member Type: If they are subscribing to the magazine enter "K". If they are just on your mailing list but do not want a magazine subscription enter "N".  
**\* Remember you must have BOTH an AR status code and a K member type in order to get a magazine subscription (AR + K = magazine)**
7. If this listing is for an advisor/Ag teacher, please continue to fill out all the remaining fields on the line. If this doesn't apply, then just fill in Mail Option.
8. Enter the next new listing.

### Recommended Titles for School Staff:

|                                       |                                   |
|---------------------------------------|-----------------------------------|
| Advisor                               | FFA Alumni                        |
| Superintendent                        | Advisory Board                    |
| Principal                             | Parent                            |
| School Administrator                  | FFA Volunteer                     |
| Career/Vocation Coordinator           | Former Member                     |
| Guidance Counselor                    | State Staff – Director            |
| School - Library or Community Library | State Staff – Executive Secretary |
| Ag Teacher                            | University Faculty                |
| Teacher - Other                       | Sponsor                           |
| School Board                          | Company/Organization              |